

DB/A Registry
File 644

Executive Registry
76-8565/1

28 JUL 1976

76-3736


MEMORANDUM FOR: ✓ Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT: Productivity Management Program

REFERENCE: OMB Memorandum for Heads of Executive Departments
and Establishments, dtd. 13 July 76, Same Subject

A copy of the referent memorandum is attached for your information and action. I endorse the objectives outlined and urge your full cooperation in supporting the concept of productivity enhancement. You and your program managers should continue to seek ways to further improve productivity and to achieve economies in the conduct of Agency activities. Meaningful and measurable results of actions taken to increase productivity should be emphasized in your program and budget submissions.

STATINTL


E. H. Knoche
Deputy Director for Central Intelligence

cc: Comptroller

Attachment:
As Stated



OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

July 13, 1976

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Productivity Management Program

The President has put special emphasis on programs to increase productivity in all sectors of our economy. He has been particularly concerned that ways be found to increase productivity in the Federal sector.

Primary responsibility to improve productivity is with each agency head. It is only through your full support and personal attention to bringing about improvements that we can realize the President's goals. I, therefore, urge each of you personally to insure that every opportunity to improve your agency's productivity is realized.

In order to carry out these objectives, I want to clarify changes in central agency assignments made since the OMB memorandum of July 9, 1973 on productivity and to emphasize new responsibilities under P.L. 94-136, the National Productivity and Quality of Working Life Act of 1975.

Under this law, the National Center for Productivity and Quality of Working Life was established with broad responsibilities for sustaining productivity growth in all sectors of the economy. As part of this responsibility, the Center will assume coordination of the internal Federal productivity improvement program, and provide guidance and assistance to agencies in developing internal productivity improvement and measurement programs. It will issue the annual productivity data call and report annually to the President and Congress.

With the assumption of the annual reporting responsibility by the Center, the annual report heretofore prepared under the Joint Financial Management Improvement program (JFMIP) auspices will be discontinued after completion of the report for FY 1975.

I want to assure the continuity of the productivity activities which have been carried on by the current participants in the joint Federal program. In this regard I ask their full cooperation and support of the Center.

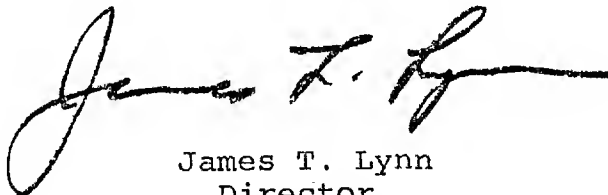
Jointly with the Center and the Federal agencies, the Bureau of Labor Statistics (BLS) will assure the validity and utility of the data, provide an analysis of the data, provide guidance in developing and improving output indicators, and compute productivity indices.

Jointly with the Center, the Civil Service Commission will determine the impact of Federal personnel policies, statutes and regulations on productivity and quality of working life, and will provide policy guidance and technical assistance to agencies about the personnel management aspects of productivity.

These assignments are intended to provide renewed emphasis to efforts to improve the productivity of Federal agencies. I ask your full support of the new Center and the associated agencies with major central responsibilities for fostering improved productivity. Also, each of you should be fully aware of your specific additional responsibilities under Title III, P.L. 94-136.

In consideration of the recent increases in productivity measurement in the Federal agencies, and in accordance with requirements of sections 13.3 and 24.2 of OMB Circular A-11, you should factor productivity improvement into your budget request. In this regard, OMB will consider productivity trends of the departments and agencies as part of the budget review.

You should also insure that productivity and work measurement are extended to all practical areas and that the data are integrated into your management control and evaluation systems. I want to reemphasize that the basic responsibility for improving productivity rests with the Federal agencies. Each of you should insure that your managers, at every level, take a personal interest in pursuing every opportunity to improve your productivity.



James T. Lynn
Director

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I, E. HENRY KNOCHE, DO SOLEMNLY SWEAR THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH I AM ABOUT TO ENTER. SO HELP ME GOD.

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SWEARING-IN CEREMONY FOR MR. E. H. KNOCHE

GENERAL

STATINTL

PROGRAM BEGINS AT 1130 HOURS, 7 JULY (HOPEFULLY) IN FRONT OF THE HEADQUARTERS BUILDING. PLATFORM (12' x 8') CENTERED ON MIDDLE PILLAR OF CANOPY. LECTERN RIGHT FRONT FACING QUADRANGLE. SEPARATE STANDING MICROPHONE STAGE CENTER. FOUR CHAIRS LEFT OF PLATFORM AS YOU FACE QUADRANGLE - MR. BUSH, MR. KNOCHE, MRS. KNOCHE, AND [REDACTED]. AGENCY PLAQUE ON LECTERN AND US AND AGENCY FLAGS DISPLAYED NEAR CORNERS OF PLATFORM. US FLAG TO RIGHT OF SPEAKER IN CLEAR VIEW. KEYNOTERS COMPLETE WITH PIANO TO BE LOCATED SECOND LANDING OF FRONT STEPS PER ATTACHED DRAWING. EMPLOYEE BULLETIN TO BE DISTRIBUTED EARLY AS POSSIBLE THURSDAY MORNING.

SEATING

150 RESERVED SEATS INCLUDES INVITED OUTSIDE GUESTS AS WELL AS INVITED AGENCY PERSONNEL. 75 CHAIRS ON FAN OBLIQUE BETWEEN EACH PILLAR AND PLATFORM. TOTAL NUMBER OF CHAIRS CAN BE ADJUSTED TO LAST-MINUTE COUNT THURSDAY MORNING. OTHERWISE ATTENDANCE OPEN TO ALL AGENCY PERSONNEL, STANDING ROOM ONLY BEHIND LOCATIONS INDICATED ON ATTACHED DRAWING.

PARKING AND TRAFFIC CONTROL

ENTRANCE TO QUADRANGLE NEAREST TO AUDITORIUM WILL BE SEALED OFF AT APPROXIMATELY 1100 HOURS. OUTSIDE GUESTS WILL BE DIRECTED TO THE VIP PARKING. SHUTTLE BUSES WILL BE INSTRUCTED TO PICK UP AND DISCHARGE AT THE NORTHEAST ENTRANCE FROM 1100 HOURS TO 1230 HOURS. METRO BUSES ROUTED PAST PRINTING AND PHOTOGRAPHY DIVISION AROUND SOUTHWEST ENTRANCE OF BUILDING FROM 1030 TO 1230. SIGNS INDICATING ACTIONS ON BOTH SHUTTLE AND METRO BUSES WILL BE PLACED AT THE TUNNEL ENTRANCES AND ON MENU BOARDS AT ALL OTHER ENTRANCES TO THE HEADQUARTERS BUILDING.

HEADQUARTERS LOBBY

TUNNEL ALSO

THE HEADQUARTERS LOBBY WILL BE SEALED FROM 1100 HOURS EXCEPT FOR GUESTS WHO WILL BE CHECKED BY OFFICE OF PERSONNEL (OP) USHERETTES BEFORE PROCEEDING TO RESERVED SEATING AREA. SIGN WILL BE PLACED ON THE STEPS INDICATING THAT EXITS FROM THE HEADQUARTERS BUILDING BETWEEN 1100 HOURS AND APPROXIMATELY 1230 HOURS SHOULD BE THROUGH THE NORTH-EAST, NORTHWEST, AND SOUTHWEST ENTRANCES. AFTER THE CEREMONY IS CONCLUDED, GUESTS WILL ENTER BUILDING THROUGH LOBBY AND PROCEED TO THE EXECUTIVE DINING ROOM BY A COMBINATION OF THE DCI AND PUBLIC ELEVATORS. OP USHERETTES AND OFFICE OF SECURITY PERSONNEL WILL BE AVAILABLE TO PERFORM NECESSARY ESCORT DUTIES.

PROGRAM

PROGRAM WILL OPEN WITH KEYNOTES SINGING "MOTHER COUNTRY." SECOND, BRIEF REMARKS BY THE DCI. THIRD, THE SWEARING-IN CEREMONY. FORTH, REMARKS BY THE DDCI AND PROGRAM CLOSED BY THE KEYNOTES SINGING "AMERICA."

COMMUNICATIONS-RECORDING

THE OFFICE OF COMMUNICATIONS (OC) HAS INSTALLED A MICROPHONE IN THE LECTERN AND WILL ALSO PROVIDE A SEPARATE STANDING MICROPHONE. THEY HAVE ALSO PROVIDED SPEAKERS FOR BROADCASTING THE CEREMONY INTO THE OPEN PUBLIC AREA OUTSIDE THE BUILDING AS WELL AS MAKING AN AUDIO RECORDING. IF THE CEREMONY SHOULD BE MOVED INTO THE HEAD-QUARTERS AUDITORIUM, LSD WILL MAKE AN AUDIO RECORDING.

PRESS COVERAGE AND PHOTOGRAPHS

NO OUTSIDE PRESS HAS BEEN INVITED AND ONLY STILL PHOTOGRAPHS ARE TO BE TAKEN BY PRINTING AND PHOTOGRAPHY PERSONNEL.

MISCELLANEOUS

STATINTL

A STANDBY BIBLE IS IN THE HANDS OF [REDACTED] AND NO FLOWERS ARE TO BE PROVIDED TO MRS. KNOCHE.

PLAN B

SAME TIME - 150 RESERVED SEATS - FIRST COME, FIRST SERVED. PIANO
AND KEYNOTERS RIGHT FRONT AS YOU FACE THE STAGE. LECTERN LEFT. FLAGS
DISPLAYED. FOUR SEATS ON THE STAGE.

STATINTL

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1 JUL 1976

Mr. Janney:

I talked with Tom Jones of the White House who advises me that he received the appropriate papers from the Senate regarding the confirmation of Mr. Knoche at about 4:15 today. He now has to prepare the appropriate papers to send to President Ford, who must sign them, commissioning Mr. Knoche. Until these papers are released to us, Mr. Knoche cannot be sworn in.

Mr. Jones is optimistic that this will not take long, and I told him that if I did not hear from him by close of business on Friday, 2 July, that he should expect a call from me first thing on Tuesday, 6 July.

STATINTL

Jones - Code 145-2226
Linske -

DDCI Ceremony



July 7, 1976

"... in war there is no substitute for victory. Let me assure you that in peace there is no substitute for intelligence."

Gerald R. Ford

"The best intelligence is essential to the best policy."

Lyndon B. Johnson

"Your successes are unheralded—your failures are trumpeted. But I am sure you realize how important is your work, how essential it is—and, in the long sweep of history, how significant your efforts will be judged."

John F. Kennedy

"The CIA—an indispensable organization to our country."

Dwight D. Eisenhower

"The CIA—a necessity to the President of the United States, from one who knows."

Harry S. Truman



PROGRAM

"Mother Country"
The Keynotes

Opening Remarks
Director George Bush
Administration of Oath

Remarks
Deputy Director E. H. Knoche

"America"
The Keynotes